

**INVITATION FOR EXPRESSION OF INTEREST  
PRE-QUALIFICATIONS OF VENDORS FOR THE YEAR 2025 AND 2026**

Africa Academy for Public Health (AAPH) is an independent non-profit, non-governmental organization registered in Tanzania with the mission to address public health priority challenges in sub-Saharan Africa through innovative scientific evidence, training capacity building, and knowledge translation. In addition to implementation science research, AAPH aims to contribute to the development of public health professionals who are equipped to address identified gaps in delivery of health care services and systems.

Headquartered in Dar es Salaam – Tanzania, AAPH works with a range of individuals as well as organizations, allowing ample opportunities for professional collaborations and networks. To ensure AAPH provides meaningful contribution to the Government of Tanzania in supporting the efforts for improving the health of its people, AAPH collaborates with both state and non-state actors within and outside Tanzania to advance its mission. This network provides a range of technical expertise, capabilities and perspectives which provide a unique set of resources in advancing public health in Tanzania and the sub-Saharan African region.

AAPH with its rich team of staff is competent in research expertise including research design and implementation, program design and planning, development and management of data systems, data analysis, monitoring and evaluation, epidemiology, training and policy dialogue. For more information, visit [aaph.or.tz](http://aaph.or.tz).

**LISTED PRE-QUALIFICATION SERVICES:**

AAPH is pleased to publish this call for expression of interest on the listed services’ pre-qualification. This is to enhance our procurement efficiency in supporting the ongoing AAPH work.

<b>SN.</b>	<b>Lot Number</b>	<b>Required services/materials</b>
1.	MTS/2025	Moving and Transport Services.
2.	ATR/2025	Air Ticketing Reservation.
3.	CH/2025	Car Hire (Dar, Morogoro, Iringa, Dodoma, Rukwa, Mbeya, Tanga, Mara, Zanzibar)
4.	HCV/2025	Hotel Services i.e., accommodation (Dar, Morogoro, Iringa, Dodoma, Rukwa, Mbeya, Tanga, Mara, Zanzibar, Kagera, Tabora, Geita)
5.	COS/2025	Conferencing Services (Dar, Morogoro, Iringa, Dodoma, Rukwa, Mbeya, Tanga, Mara, Zanzibar, Kagera, Tabora, Geita)
6.	CAS/2025	Catering Services (Dar, Morogoro, Iringa, Dodoma, Rukwa, Mbeya, Tanga, Mara, Zanzibar, Geita, Kagera, Tabora)
7.	OS/2025	Supply of General Office Stationeries.
8.	PM /2025	Printing Services i.e. (T-shirts, reports, and booklets, flyers Banners, Brochures, Posters, Leaflets, ID cards, and Books/Documents etc.).
9.	MDC/2025	Medical supplies, Drugs and Consumables.
11.	MVR/2025	Provision of motor vehicle repair and maintenance service.
12.	MVP/2025	Provision of motor vehicle parts such as tires, batteries, breaks.
13.	FAM/2025	Provision of fixed assets and motor vehicle insurance.
14.	MCR/2025	Provision of motorcycle repair and maintenance service.
15.	MCP/2025	Provision of motorcycle parts such as tires, batteries, breaks
16.	MCI/2025	Provision of motorcycle insurance.
17.	DW/2025	Supply of Drinking water.

18.	CIT/2025	Provision and services for computer(s) and IT peripherals: printers, Laptops, Desktops, Computer hardware accessories.
19.	TCS/2025	Technical consultancy services on research and training or related activities.
20.	OS/2025	Provision of office sundries.
21.	OF/2025	Supply of office furniture and general office equipment.
22.	ITSS/2025	Provision of IT technical support services: software development and installation, upgrades, website development, domain, and data hosting.
23.	IS/2025	Provision of Internet Services.
24.	VMG/2025	Audio-Visual content creation services.
25.	LS/2025	Provision of Legal Services.
26.	HI/2025	Provision of Health Insurance.
27.	SS/2025	Office Security Services.
28.	WM/2025	Waste Disposal Services.
29.	EPS/2025	Electrical and Plumbing Maintenance Services.

#### KEY REQUIREMENT CRITERIA FOR THE PRE-QUALIFICATION

- Legal Business compliance (VRN, TIN, Tax Clearance certificate, valid Business License Company's registration certificates, TFD certificate where applicable, company registration certificate membership/ authorization letter where applicable) should be attached.
- Minimum experience not less than 3 years in similar business.
- Recommendation letters from three main current customers, these should be address to, Chief Executive Officer as instructed below. The letters should have contact information for reference check.
- Audited and certified Financial Statements for the recent twelve months.
- The vendor should indicate the lot number on the zipped folder and cover letter for easy identification, folder(s) that will not indicate the lot number will not be considered.
- Submit no more than six pages of a well detailed company profile. The six-page limitation excludes legal business compliance certificates, recommendation letters, audited and certified Financial Statements.
- The company profile must accommodate the relevant information as per need being catered for, from the table above.
- Service providers for Hotel and Conference services need to indicate the number of the rooms and capacity of the conference venues.

All documents must be submitted via email to [info@aaph.or.tz](mailto:info@aaph.or.tz) in a zipped folder by **Friday February 14<sup>th</sup>, 2025 at 12:00 PM EAT.**

Relevant documents should be addressed to:

**Chief Executive Officer,  
Africa Academy for Public Health,  
6 Msonge Street, Off Mwai Kibaki Road,  
P.O. Box 32273, Dar es Salaam, Tanzania.**